

Memorandum

To: Diane Foster
CC: Chandler Poole
From: Beverly Shaw
Date: 8/23/2013
Re: New intern in the Department of Development

Quinn Thomson was a wonderful addition to our department last year as an unpaid intern and we were grateful to have his energy and expertise on hand for the start up of the West Lafayette Public Arts Team and its first two projects. We'd now like to continue that relationship through the upcoming school year and hire him as an intern from August 27th, 2013 until May at a pay rate of \$10/hour.

He will be working 15 hours per week and his responsibilities will include:

Assisting with promotion and organization of events put on by the Department of Development

Researching property ownership for rental inspections

Sending letters to business prospects for the City of West Lafayette

Assisting the West Lafayette Public Arts Teams

Other duties as assigned

He will report to Chandler Poole, development director.. Please let me know if you need anything further.